

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)
FROM : Chief, Orientation and Briefing Division
SUBJECT: Report for Weeks 18-24 December and
25-31 December 1952

DATE: 2 January 1953

25 YEAR RE-REVIEW

I. INDOCTRINATION

1) On Monday, 22 December, 47 newcomers attended the Indoctrination Program. The content of the presentation was altered slightly since the Chief of the Division conducted the entire program in the absence of [redacted] who is on vacation.

2) Had discussion with [redacted] (Deputy Chief of the Personnel Procurement Division) regarding his scheduling of persons for the next Orientation Course in February. I suggested that the persons he had in mind would get more out of the Orientation if they had an opportunity first to attend the Indoctrination. He agreed with the observation, and we will see what can be done to accomplish this goal.

3) No Indoctrination Program was held on Monday, 29 December. Persons who would have normally attended on that day will be included in the group on next Monday, 5 January 1953.

II. ORIENTATION

1) Preliminary planning has been conducted on the formation of our 9th Agency Orientation Course which is now only a matter of weeks away. We received written confirmation from the Department of Agriculture substantiating our previous oral agreement for the use of the auditorium and all facilities during the week of 9 to 13 February 1953.

III. PRESENTATIONS

1) The first Presentations Program of 1953 will be conducted the day after Inauguration on Wednesday, 21 January 1953. During the coming week, details will be arranged so that the notice for this program will be issued by the Director of Training during the week of 12 January.

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. 5/NO CHANGE
IN CLASS/X/DECLASS/ CLASS CHANGED C RET. JUST. 22
NEXT REV DATE 29 REV DATE 16 Nov 74 REVIEW TYPE DOC. 02
NO. PGS. 2 CREATION DATE [redacted] ORG COM [redacted] ORG CLASS C
REV CLASS C-REV COORD. AUTH: [redacted]

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IV. SPECIAL

1) ~~In keeping with the approval of the Director of Training, The Chief, Orientation and Briefing Division,~~ will speak at The Armored School, Fort Knox, Kentucky, on Friday, 9 January 1953. *and at*

course 2) ~~An informal request has been received from the Naval Intelligence School, Anacostia, to appear at their next program.~~ Mention of this fact was made at the last Training staff meeting. The Chief, Orientation and Briefing Division, told the requestor that a formal letter should go through channels. This should be received by the Director of Training within the next few days.

3) Colonel Lewis E. Perry, Assistant Commandant of the SIS, has discussed with the Chief, Orientation and Briefing Division, some ideas which he wishes to incorporate into his new class at the SIS. We assured him of our full cooperation. A letter requesting speakers will be received from Colonel Perry in the very near future.

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lcc: Chief, Plans and Policy Staff, OTR

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